



# **ACCOUNTING OPERATIONS DIVISION INFORMATION PACKET**

U. S. DEPARTMENT OF COMMERCE  
NATIONAL OCEANIC & ATMOSPHERIC  
ADMINISTRATION

EASTERN OPERATIONS BRANCH  
20020 CENTURY BLVD  
GERMANTOWN, MD 20874

WESTERN OPERATIONS BRANCH  
7600 SAND POINT WAY NE  
SEATTLE, WA 98115



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## Introduction

Welcome to the Accounting Operations Division (AOD). AOD consists of two branches the Eastern Operations Branch is located in Germantown, MD and the Western Operations Branch is located in Seattle, WA. To see a list of our customers list, please reference the Accounting Operations Division Contact Info Page (link below).

[http://www.corporateservices.noaa.gov/finance/FOAOD\\_Home.html](http://www.corporateservices.noaa.gov/finance/FOAOD_Home.html)

## Mission

Our mission is to actively support and provide reliable financial management services to our customers.

## Responsibilities

Our Division processes payments for services, supplies, and materials commonly required to support the Department's programs (i.e. lab equipment, non-personal services, travel expenses, utilities, and vessel charters). In providing these services, our staff examines vouchers and invoices, issues bills for receivables, receives and deposits receipts, pays various types of accounts payable documents, and enters other types of accounting transactions. The staff also responds to clients about finance-related concerns and problems.

The Accounting Operations Division is responsible for:

- Making payments for travel and transportation, services, supplies and materials to support NOAA Line Office programs, Economic Development Administration (EDA) and the Bureau of Industry and Security (BIS)
- Complying with the Prompt Payment Act, partial payments, interest payments, obligations, utility accruals, voucher examination, voucher auditing, accounting functions, and maintaining adequate financial internal controls
- Providing cash and debt management service including preparing bills for collection for miscellaneous receivables in compliance with the Debt Collection Improvement Act of 1996.
- Following up on outstanding receivables and records deposits into the Commercial Business System
- Providing guidance and training for the travel and bankcard modules of the Commercial Business System
- Providing entitlement counseling and guidance during permanent change of station move and processing permanent change of station vouchers for employees. We provide entitlement counseling on real estate transactions, temporary quarters, temporary storage, household goods, house hunting trip, per diem, enroute travel & relocation income tax allowance (RITA)



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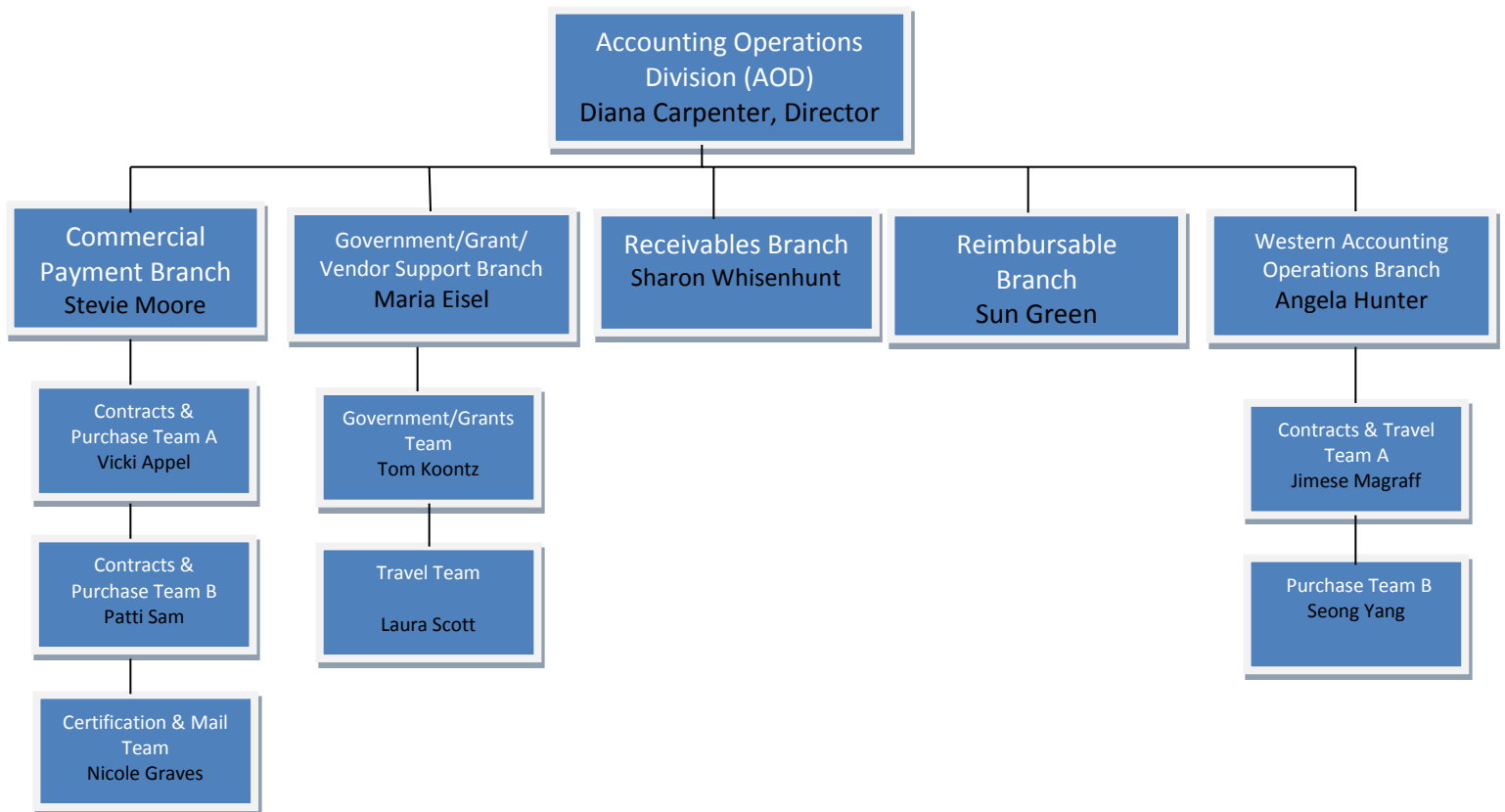
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- Providing advice to NOAA program managers on fiscal matters and generating financial information and analyses on matters of concern to NOAA managers and administrative staff
- Participating in new financial program initiatives, requirements studies and special projects relating to financial payments, travel systems and payment program issues
- Utilizing appropriate modules of the Commercial Business System in the processing of the financial documents
- Providing accounting services such as billing and collecting of receipts for the NOAA Seafood Inspection Program (SIP). This program offers a variety of professional inspection services on a fee-for-service basis which assure compliance with all applicable food regulations.
- Aiding and assisting the NOAA Fisheries Enforcement Asset Forfeiture Fund with billing and tracking of fines and penalties assessed by the law enforcement officials.
- Providing all accounting services for NOAA and EDA Loan Programs. This includes tracking, billing, reconciling, amortizing and reporting on all loans financed or guaranteed by NOAA and EDA.



## Eastern Operations Organizational Structure

The diagram below depicts the current Eastern Operations Branch Organizational Structure:





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## General Office Information

### *Paper Mail*

Mail is received in central mail offices at both sites. Mail should be sent by document type and labeled on the address label to the attention of the document type. For example, if a Travel Voucher is being sent, please make it to the attention of Travel Vouchers on the address label.

Please direct all mail to the following address:

Accounting Operations Division

ATTN: \_\_\_\_\_

Eastern Operations Branch 20020

Century Blvd

Germantown, MD 20874

Accounting Operations Division

ATTN: \_\_\_\_\_

Western Operations Branch WC1

7600 Sand Point Way NE

Seattle, WA 98115

### *Electronic Mail*

Electronic Mail can be sent to the below e-mail addresses depending on which Finance Office services you.

*Commercial Payments Branch at Eastern Operations Email Address:*

[Easternoperations@noaa.gov](mailto:Easternoperations@noaa.gov)

[westernoperations@noaa.gov](mailto:westernoperations@noaa.gov)

### *Travel Vouchers*

The services offered by EOB and WOB include Travel Manager support, answers to travel related questions, processing travel vouchers, payments for the corporate airfare account, and general support as needed.

For each ITM maintenance request, the Traveler Information Form must be completed.

This form is located at the following link:

<http://www.corporateservices.noaa.gov/~cbs/itmtraveler.htm> and must be submitted to the Help Desk at [Clientservices@noaa.gov](mailto:Clientservices@noaa.gov). Please note that each field needs to be completed. Because the form can be several pages long, Client Services requires that the Group Administrator include the actual changes in the body of the email accompanying the form.



## *IPACS*

The IPAC System provides a standardized interagency fund transfer mechanism for Federal Agencies. IPAC facilitates the intra-governmental transfer of funds, with descriptive data from one agency to another. Each Line Office (LO) or Financial management Center (FMC) will submit their IAA's to the Finance Office form obligations. The responsibility of each project officer (PO), program manager (PM) or other responsible party is to ensure the billings and payments to other Federal agencies are for work performed in accordance with the terms and conditions set forth in the agreements or memorandum of understanding. The Government/Grant team will send copies of the IPACs electronically to those responsible parties that in excess of \$25 thousand. The PO/PM must review the IPAC and matched the billed costs to detailed documentation provided to them by the partner agency. IPAC documentation should be reasonable, accurate, and validate the progress of work. A copy of the IPAC will be maintained by the PO/PM.

The Finance Office is currently required to process IPACs with five (5) days or by month end accounting close whichever is sooner. It is the responsibility of the LO to monitor the costs billed. When IPAC are certified and returned the Finance Office will operate under the premise that the costs are accurate, complete and thoroughly documented by the Line Office unless the IPAC is set back citing the reason for chargeback. The Finance Office will record the IPAC within the mandated time period and operate under the premise that the costs are accurate.

For questions relating to IPACs please contact Tom Koontz of the Eastern Operations Branch at 301-44402771 or e-mail at [William.Koontz@noaa.gov](mailto:William.Koontz@noaa.gov).

## *Contracts and Purchase Orders*

Both Eastern and Western Branch process payments for NOAA and BIS contracts, purchase orders, telecommunications, utilities, leases, non-federal training, gas card, bankcard, weather observers, work orders, foreign currency, and foreign student stipends. This includes one-time purchase orders, advance payment orders, reoccurring orders, de-obligations, monthly and year end closing, and blanket purchase orders. AOD prepares and distributes Form 1099s to all individuals and businesses receiving miscellaneous income from NOAA for services.

It is very important for invoices to be complete prior to submitting to Finance. Below is a checklist for invoice submission:

- ✓ **Invoice Received Date:** This is the date NOAA received the invoice from the vendor and should be recorded on the invoice and "Invoice Received" should be



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referenced next to the date.

- ✓ **Authorized Signature (s):** The authorized signature(s) must be written on the invoice or on the back of the OF -347 (Receiving Report). Please print the name above the signature.
- ✓ **Submitting OF-347(Receiving Report):** If submitting an OF-347(Receiving Report), the “date received” block should be the date the good/services were received. The “signature” block should be signed by an authorized party and the “date” should be the date the receiving was signed.
- ✓ **Accounting Breakdown:** The Accounting Breakdown for the invoice must be recorded on the invoice or be included with supporting documentation.

## Frequently Asked Questions

### Performance Standards

The Accounting Operations has the following performance standards in place:

<b>Travel Voucher</b>	3 Business Days of receipt if no problems are found
<b>Invoice Processing</b>	Payments which are subject to the Prompt Pay Act ( <a href="http://www.fms.treas.gov/prompt/index.html">http://www.fms.treas.gov/prompt/index.html</a> ) will be processed according to this act For payments not subject to the Prompt Pay Act, the performance standard is 3 Business Days of receipt of proper invoice
<b>Obligations</b>	3 Business Days of receipt

### What is the process to make Integrated Travel Manager (ITM) Group Administration updates?

For each ITM maintenance request, the Traveler Information Form must be completed. This form is located at the following link:

<http://www.corporateservices.noaa.gov/~cbs/itmtraveler.htm> and must be submitted to the Help Desk at [Clientservices@noaa.gov](mailto:Clientservices@noaa.gov). Please note that each field needs to be completed. Because the form can be several pages long, Client Services requires that the Group Administrator include the actual changes in the body of the email accompanying the form.

### Is there staff to assist with travel questions?

At this time we have multiple staff members assigned to travel and can answer travel related questions. See our contact list at this website and it will identify those individuals:

[http://www.corporateservices.noaa.gov/finance/docs/AOD/AOD\\_ContactList\\_Feb242015.pdf](http://www.corporateservices.noaa.gov/finance/docs/AOD/AOD_ContactList_Feb242015.pdf) (page 4 Eastern and page 8 Western)





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## **How can I access Frequently Asked Questions about TM 9.0?**

You may access the website at <http://www.corporateservices.noaa.gov/~cbs/index.html>. Select 'Integrated Travel Manager Information'.

## **Can minor errors on travel vouchers be fixed and notify traveler of the correction?**

Yes, we reset Travel Vouchers to be reduced only. Once the voucher is audited and a minor change is needed, we will contact Client Services have them reset to reduce the vouchers, make the correction in Travel Manager, stamp the voucher 'CFS Adjustment' and email the preparer of the change. Please let us know if this is sufficient notification.

## **How can I have access to financial information in the Commerce Business System (CBS)?**

We encourage you and your staff to have access to financial information through the CBS Data Warehouse. In order to have access, users will need to complete the CBS User Access Form at: <http://www.coporateservices.noaa.gov/~cbs/forms.htm>

In the User Role section at the bottom of the form, the user needs to select the following from the drop-down list: **Discoverer FMC Business Area (General Use)**

The completed form should be submitted to the Help Desk at [Clientservices@noaa.gov](mailto:Clientservices@noaa.gov) and they will set up the user to receive financial information in the CBS. In addition, the Client Services Branch offers training on Discoverer. To register for this training, please go to <https://doc.learn.com/noaa>. If you need assistance with the registration process, please send an email to [cbs.trainingservices@noaa.gov](mailto:cbs.trainingservices@noaa.gov).